

## HARDWARE AND SOFTWARE REQUIREMENTS

Here are some of the basic hardware and software requirements that you must have in place before you can effectively use CM/ECF for electronic filing.

### Hardware and Software

- A computer running any graphical user interface (GUI) type of operating system, such as a PC with Microsoft Windows (9x, NT, XP, 2000) or an Apple computer.  
*Recommendation from this court* — Make sure that you have sufficient memory [RAM] for handling large documents. 256K at a minimum – and more would be better.
- Internet connection. See note below.
- A suitable browser. Netscape Navigator, version 4.6 or 4.7. Netscape 6 is not recommended for use with CM/ECF. The CM/ECF technical staff are currently testing Internet Explorer version 5.5 to certify its compatibility with the CM/ECF system. However, we currently have some users accessing the system through Internet Explorer.
- Software to convert documents from a word processor format to portable document format (PDF). Adobe Acrobat PDF Writer, as well as certain word processing programs can perform this function. Both Acrobat Writer Version 3.X and 4.X meet the CM/ECF filing requirements. The CM/ECF technical staff is currently testing Version 5 to certify its compatibility with the CM/ECF system. For viewing documents, not authoring them, only Adobe Acrobat Reader is needed.
- A PDF-compatible word processor like Macintosh or Windows-based versions of WordPerfect and Word. See notes on specialty software below.
- A scanner to image and convert paper documents to electronic PDF format.

**Internet Connection** — When filing new cases and documents with the court, you will be transmitting large files through the Internet. It is possible to do this using a dial up modem, but it could take a very long time to send or to download the files. We highly *recommend* that you arrange for a digital Internet connection, such as cable or DSL service, which will provide a much faster data transmission rate. There are several companies which offer digital connections in Hawaii.

**Document Creation Software** — Although generic word processing software [e.g., WordPerfect, Microsoft Word, etc.] can be used to create documents, there are many software packages on the market which create bankruptcy forms and greatly simplify the creation of petitions and other pleadings. They may also simplify the conversion of documents to PDF format. These software packages are particularly helpful to attorneys who intend to file new

cases. You will find below, a list of some of the companies that have developed specialty software for bankruptcy forms preparation. When reviewing software packages for purchase, we would recommend that you look at the following features:

1. Does the application allow for the preparation of a large range of bankruptcy forms?
2. Is the application marketed specifically for use with CM/ECF?
3. Does the application allow you to enter case information once and then use that information to fill out all of the forms?
4. Does the application indicate that it includes the ability to upload the data to the court's server in a very simple process?

We suggest that you find other attorneys who do bankruptcy work and find out which products they use and how they like what they are using. **Note!** If you are using software other than Adobe Acrobat to produce your PDF files, you must check with your vendor to assure compatibility with your petition software.

**The court does not endorse or warranty the products or services of any vendor. If you have a problem with your petition software, you should contact the software provider directly. Software vendors who wish to be added to the list below should submit a request to the Clerk.**

<p><b>Bankruptcy 2003</b> [<a href="http://www.bankruptcysoftware.com">www.bankruptcysoftware.com</a> ] New Hope Software PO Box 1306 Mercer Island, WA 98040 Contact: Frederick Rogovy Phone: 800-532-7114 Fax: 206-232-9586 <a href="mailto:sales@bankruptcysoftware.com">Email [sales@bankruptcysoftware.com]</a> Features: Designed to work with CM/ECF? Yes Converts documents to PDF files? Yes CM/ECF data upload? Yes Includes Hawaii Local Forms? No, but local forms can be imported into program.</p>	<p><b>Bankruptcy Plus</b> [<a href="http://www.cornerstone-computer.com">www.cornerstone-computer.com</a>] Cornerstone Computer Group, Inc. 3873 Airport Way PO Box 9754 Bellingham, WA 98227-9754 Contact: Shawna Weatherbee Phone: 800-397-8238 Fax: 800-397-8346 <a href="mailto:Ccgi@cornerstone-computer.com">Email [Ccgi@cornerstone-computer.com]</a> Features: Designed to work with CM/ECF? Yes Converts documents to PDF files? Yes CM/ECF data upload? Yes Includes Hawaii Local Forms? Yes</p>
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<p><b>Best Case Bankruptcy</b> [<a href="http://www.bestcase.com">www.bestcase.com</a>]  Best Case Solutions, Inc.  820 Davis Street, Suite 410  PO Box 32  Evanston, IL 60204  Contact: Tonya Rice  Phone: 800-492-8037 or 847-492-8037  Fax: 847-492-8038  Email [<a href="mailto:info@bestcase.com">info@bestcase.com</a>]  Features:  Designed to work with CM/ECF? Yes  Converts documents to PDF files? Yes  CM/ECF data upload? Yes  Includes Hawaii Local Forms? Yes and local forms can be imported into program.</p>	<p><b>EZ Filing, Inc.</b> [<a href="http://www.ezfilling.com">www.ezfilling.com</a>]  899 Logan Street, Suite 312  Denver, CO 80203-3155  Contact: Marty Mohr  Phone: 800-998-2424  Fax: 866-998-2424  Email [<a href="mailto:techsupport@ezfilling.com">techsupport@ezfilling.com</a>]  Features:  Designed to work with CM/ECF? Yes  Converts documents to PDF files? Yes  CM/ECF data upload? Yes  Includes Hawaii Local Forms? Yes and local forms can be imported into program.</p>
<p><b>Fresh\$Start\$even Banrkuptcy Software</b> [<a href="http://www.freshstart.com">www.freshstart.com</a>]  Seaview Software, Inc.  Seattle, WA  Contact: Martin L. Laurence  Phone: 800-773-9373 or 206-523-2445  Email [<a href="mailto:info@freshstart.com">info@freshstart.com</a>]  Features:  Designed to work with CM/ECF? Yes  Converts documents to PDF files? Yes  CM/ECF data upload? Yes  Includes Hawaii Local Forms? Yes</p>	<p><b>Chap 7... 13</b> [<a href="http://www.westgroup.com">www.westgroup.com</a>]  West Group  610 Opperman Drive  Eagan, MN 55123  1-800-217-9378  Contact: Monica Wiese  Email: <a href="mailto:Support@WestGroup.com">Support@WestGroup.com</a>  Features:  Designed to work with CM/ECF? Yes  Converts documents to PDF files? Yes  CM/ECF data upload? Yes  Includes Hawaii Local Forms? Yes and forms can also be imported into program.</p>

NOTE! Check the CM/ECF section of the court's web page [[www.hib.uscourts.gov](http://www.hib.uscourts.gov)] for additional vendors who may have been added since this Guide was published. You will find these vendors listed under CM/ECF Overview, the Technical, the Software for Forms Production.